

CHAPTER IV

CONCLUSION

As the second largest city in Indonesia, Surabaya has the important roles to develop the country, especially in the economic sector. In order to make Surabaya better, Surabaya City Government established Cooperation Division. The division has the duty to facilitate cooperation between Surabaya City Government and various parties, such as institutions, schools, universities, organizations and other groups both domestic and foreign cities.

Having an opportunity to do the internship at Surabaya City Government as a staff of the International Cooperation Sub Division gave the writer a lot of experiences and knowledge. During the internship, the writer learned about the tasks done by the International Sub Division staff members both inside and outside the office. Translating, writing a letter and meeting resume are some examples of the tasks. Other examples are accompanying the delegations from other countries and becoming an interpreter. The writer also got much information about Surabaya that she did not know previously.

In order to improve the quality of all staff members in the Cooperation Division, especially staff members of the International Cooperation Sub Division, the writer had some suggestions. First, they need to apply the English program everyday. The program is not only for the staffs of the International Cooperation Sub Division, but also for other two divisions'. Since the staffs mostly work with people from other countries, they also need to have English skills both writing and

speaking. The self-discipline had by almost all staff members also helps this division to become better.

In addition, the writer felt doing internship in the Cooperation Division was fun and gave experiences because the writer could apply her interest in English. Hopefully, the experiences and knowledge which the writer got during the internship can be very useful and applied in the future.